

A.D. 6.9, Control of Contraband and Physical Evidence
Prepared for signature 8/13/99 - effective 9/15/99

1. Policy. The Department shall provide a safe and secure environment by controlling the introduction, use and/or movement of contraband. Each facility shall ensure the safekeeping, storage and proper disposal of all contraband and physical evidence.
2. Reference and Authority.
 - A. Connecticut General Statutes, Sections 18-81, 21a-262 and 52a-174.
 - B. Goodman v Cybulski, et al Civil No. H-78-328.
 - C. American Correctional Association, Standards for Adult Correctional Institutions, Third Edition, January 1990, Standards 3-4184 and 3-4269.
 - D. American Correctional Association, Standards for Adult Local Detention Facilities, Third Edition, March 1991, Standard 3-ALDF-3A-18.
 - E. American Correctional Association, Standards for the Administration of Correctional Agencies, Second Edition, April 1993, Standard 2-CO-3A-01.
 - E. Administrative Directives 5.4, Toxic Materials and Hazardous Communication Protocol; 6.6, Reporting of Incidents; and 6.10, Inmate Property.
3. Definition. For the purposes stated herein, the following definitions apply:
 - A. Chain of Custody. A process to control and document security and handling of contraband and criminal physical evidence.
 - B. Contraband. Anything not authorized to be in an inmate's possession; used in an unauthorized or prohibited manner; altered in any way; or in excess of allowable limits.
 - C. Criminal Physical Evidence. Any item or substance required to substantiate or challenge any criminal charge.
4. Contraband Classification. Confiscated contraband shall be classified in one (1) of the following categories:
 - A. Weapon
 - B. Drug/Drug Paraphernalia
 - C. Alcohol - commercial or home made
 - D. Appliance (e.g., television, radio, stereo, recorder, etc.)
 - E. Currency (money or other commodity of exchange)
 - F. Clothing
 - G. Miscellaneous Property
 - H. Other
5. Inmate Notification of Contraband Seizure. When contraband is confiscated the involved inmate shall be notified in accordance with Administrative Directive 6.10, Inmate Property, when applicable. When confiscation results in a formal charge under the Code of Penal Discipline, the disciplinary report shall serve as the receipt.
6. Contraband. Contraband shall be secured as follows:

- A. Contraband Storage. Contraband shall be stored in a secure area with access limited to those individuals designated by the Unit Administrator.
- B. Tagging. Upon confiscation, a contraband item shall be tagged and classified, in accordance with Section 4 above, utilizing a Contraband/Criminal Physical Evidence Tag and Chain of Custody Form, CN 6901, Attachment A.
- C. Logs. A hardbound contraband log shall be maintained to include:
 - (1) description of confiscated contraband;
 - (2) any identifiable marking, including brand name, serial number and/or model number;
 - (3) date and time of confiscation;
 - (4) location where found;
 - (5) person possessing contraband;
 - (6) staff discovering contraband;
 - (7) a record of any photos of contraband;
 - (8) assigned number in accordance with this Section below;
 - (9) disposition of contraband;
 - and (10) any other relevant data.

Each item of contraband shall be identified by a unique number which shall be prefixed by the facility's initials and the last two numbers of the calendar year, followed by a dash (-) and sequential and uninterrupted numbers for logged contraband items.

- D. Reporting of Confiscation. Any employee who discovers contraband shall complete an incident report in accordance with Administrative Directive 6.6, Reporting of Incidents.
 - E. Chain of Custody. Any time contraband is stored, handled, inventoried, removed or returned from a storage area, the activity shall be noted on the Contraband/Criminal Physical Evidence Tag and Chain of Custody Form, CN 6901, Attachment A, and in the contraband log to include the following data: (1) employee's name; (2) date and time; (3) reason; and (4) any other relevant information.
7. Criminal Physical Evidence. Criminal physical evidence shall be secured as follows:
- A. Protection of Crime Scene. When a crime is suspected the discovering staff member shall notify a supervisor without leaving the scene, if possible, and secure the suspected crime scene. Care shall be taken not to disturb the suspected crime scene or criminal physical evidence unless it is necessary to eliminate any further or immediate threat to the safety and security of staff, inmates or facility and/or the possible disappearance (unauthorized movement, confiscation) of the item. Photos shall be taken of the suspected crime scene and any suspected physical evidence. Only authorized personnel shall be allowed to enter the area. State Police shall be immediately notified and responsible to secure criminal physical evidence upon responding to the facility.
 - B. Handling. When it becomes necessary for a Department employee to handle criminal physical evidence, it shall be handled only as required and by as few persons as possible. The following safeguards shall be adhered to: (1) latex gloves shall be used; (2) each specific item of evidence shall be placed in a separate bag, envelope or container so as to avoid disturbing or compromising the integrity of the evidence; (3) the storage container shall be tagged utilizing the Contraband/Criminal

Physical Evidence Tag and Chain of Custody Form, CN 6901, Attachment A; and (4) criminal physical evidence items when removed from the scene shall be placed directly in the criminal physical evidence storage area or turned over to the appropriate law enforcement agency. The chain of custody shall be strictly enforced and documented.

- C. Storage. Criminal physical evidence, not immediately released to a law enforcement agent referred to in subsection B above, shall be stored along with the criminal physical evidence log in a secure area designated by the Unit Administrator. The criminal physical evidence storage area shall be separate from the contraband storage area, and shall be accessed only by the person(s) designated by the Unit Administrator.
- D. Criminal Physical Evidence Log. A permanent criminal physical evidence log shall be maintained inside the evidence storage locker.

In addition to logging the chain of custody information required in Section 7(E) below, the following information regarding the criminal physical evidence shall be included in the log: (1) a description of the criminal physical evidence; (2) date and time discovered or when classified as criminal physical evidence; (3) individual discovering criminal physical evidence; (4) individual placing criminal physical evidence in criminal physical evidence locker; (5) date and time placed in criminal physical evidence locker; and, (6) date and time, by whom and reason for removal from criminal physical evidence locker.

Each item of criminal physical evidence shall be identified by a unique number which shall be prefixed by the facility's initials and the last two numbers of the calendar year, followed by a dash (-) and sequential and uninterrupted numbers for logged criminal physical evidence.

- E. Chain of Custody. Any time criminal physical evidence is stored, handled, inventoried, removed or returned from a storage area, the activity shall be noted on the Contraband/Criminal Physical Evidence Tag and Chain of Custody Form, CN 6901, Attachment A, and in the criminal physical evidence log to include the following data: (1) employee's name; (2) date and time; (3) reason; and (4) any other relevant information.
- 8. Contraband/Criminal Physical Evidence Inventory. Contraband and criminal physical evidence shall be inventoried quarterly to ensure proper accountability and consistency with the appropriate log.
 - 9. Disposal of Contraband and Criminal Physical Evidence. When all administrative and/or applicable criminal proceedings requiring the contraband and/or criminal physical evidence have been completed, the Unit Administrator shall authorize the disposal of contraband and/or criminal physical evidence in accordance with the following:
 - A. Weapons. Confiscated firearms shall be released to the Connecticut State Police or the Department's Director of Security for transfer to the Department of Public Safety. Such removal shall be documented in accordance with the chain of custody and

the Unit Administrator shall be properly notified. Sharp weapons shall be disposed by use of a "sharps container". The Unit Administrator shall ensure other weapons are disposed in a safe and secure manner. In every case, proper documentation shall occur in accordance with Section 7(D) and Attachment A.

- B. Drugs. Confiscated drugs shall be released to the Connecticut State Police or a member of the Department's Security Division for transfer to the Department of Consumer Protection. The Security Division shall remove all stored confiscated drugs from each facility semi-annually or as needed. Each unit shall be notified of removal dates and such removal shall be documented in accordance with the chain of custody.
 - C. Alcohol - Commercial or Home Made. Contraband alcohol shall be disposed of at the discretion of the Unit Administrator.
 - D. Hazardous or Infectious Materials. All hazardous materials shall be disposed in accordance with Administrative Directive 5.4, Toxic Materials and Hazardous Communication Protocol.
 - E. Appliances. Confiscated appliances shall be disposed of in accordance with Administrative Directive 6.10, Inmate Property.
 - F. Money. Any confiscated money shall be deposited in the Inmate Welfare Fund in accordance with Inmate Property. Proper documentation shall be completed.
 - G. Clothing. Disposal of contraband clothing shall be in accordance with Administrative Directive 6.10, Inmate Property.
 - H. Other Items. Other items that cannot be returned to the rightful owner shall be disposed of or destroyed in accordance with Administrative Directive 6.10, Inmate Property.
10. Emergency Circumstances. A staff member may deviate from the requirements of this Directive in order to preserve the safety and security of the institution
11. Exceptions. Any exception to the procedures in this Administrative Directive requires prior written approval from the Commissioner.

CN 6901
7/1/98

ATTACHMENT A

CONNECTICUT DEPARTMENT OF CORRECTION

CONTRABAND/CRIMINAL PHYSICAL EVIDENCE TAG AND CHAIN OF CUSTODY

Facility/Unit _____

Classification of Contraband/Criminal Physical Evidence: (Check one)

- ☐ Weapon
- ☐ Drug/Drug Paraphernalia
- ☐ Alcohol (commercial or home made)
- ☐ Appliance (e.g., television, radio, stereo, recorder, etc.)
- ☐ Currency (money or other commodity of exchange)
- ☐ Clothing
- ☐ Miscellaneous Property
- ☐ Other

Brief description of item or substance and any identifying mark(s)

Location Found/Confiscated _____

By: Staff Name _____ Date/Time _____

From: Inmate Name _____ Inmate Number _____

Chain of custody - contraband/criminal physical evidence (signature required)

STAFF FROM	STAFF TO	DATE/TIME	REASON	DISPOSITION
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(continue on back if necessary)